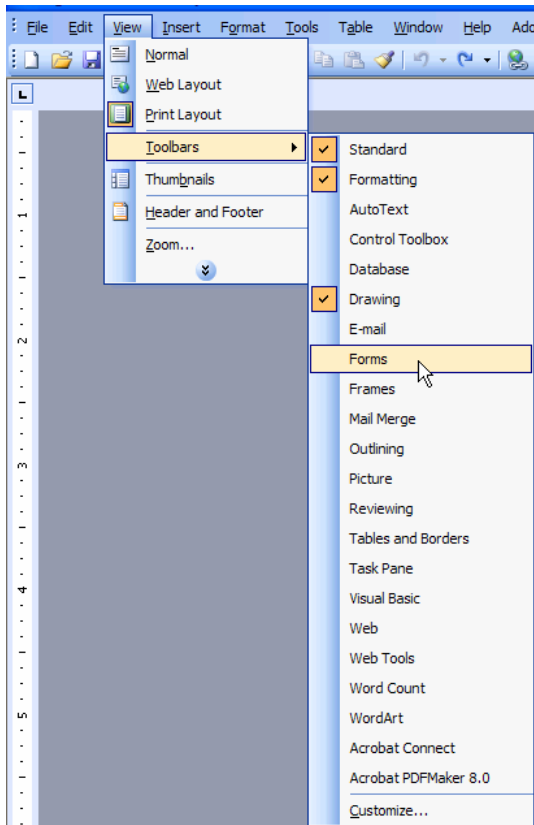


Using the Form Tools in Microsoft Word to Make Fillable Worksheets

Scan the worksheets and save them as Microsoft Word Files. This process would also work for tests done in MSWord.

Open the file.

The **Forms** toolbar may need to be enabled, do so as pictured below.



From the View Menu
Select Toolbars.
From Toolbars
Select Forms

Forms Toolbar and tools you will use



Text Form
Field


Form Field
Shading

Protect
Form

Steps to make your work sheet fillable (Read this once prior to creating)

1. From the forms menu, select the **Form Field Shading** Tool

2. Click to create the first answer field as viewed below

- b. What part on the vehicle are you using for your measuring point? 
- c. What is the distance between B and C? _____ Metric? _____
- d. Is the distance between A and D the same as between B and C? _____

3. Select the **Text Form Field** tool.

4. Repeat Steps 2 and 3 for the remaining answer fields.

5. When you have completed your work Use the **Protect Form** tool to make the form fillable.

Forms can be quite useful for students having difficulty moving between answer fields with a mouse. Create your form text fields in proper order so the student can use the Tab key to move between them.

If you discover you have made a mistake in creating a form field, click once on the offending field and select Delete.